



Community-Based Problem-Solving Criminal Justice Initiative: FY 2005 Competitive Grant Announcement

Eligibility

State, tribal, and local criminal justice components that have developed a problem-solving collaborative team with other key criminal justice agencies, social service providers, and other key community-based organizations are eligible to apply. Areas served may be all or part of a single jurisdiction or tribal community, or a jurisdiction within a unified state court.

Grants.gov Application Submission Deadline: April 14, 2005

**This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, tribal, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to enhance technology's use within the criminal and juvenile justice systems and support state, tribal, and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

About Community-Based Problem-Solving Approaches

Background

Across the nation, criminal justice practitioners are testing innovative ways to deliver justice and provide more lasting and meaningful resolutions for the millions of difficult cases that pass through the system each year. Problem-solving initiatives are designed to change the behavior of offenders, prevent future offending, and make communities safer. Judges, prosecutors, defense attorneys, and the community work together to reduce crime and address the problems of victims and offenders. Perhaps the most important departure from the traditional approach is the way these initiatives involve the community. Citizens are welcomed into the process, participating in advisory boards, organizing community projects, and voicing their concerns about the impact of crime on their neighborhoods. In 1989, the first example of a problem-solving court, a drug court, opened in Dade County, Florida.

Today, there are many types of problem-solving courts that focus on specific issues: community courts, drug treatment courts, mental health courts, domestic violence courts, and reentry courts. While each of these courts targets a unique problem and uses a different approach, they all share a common goal that encourages courts to not just process cases but also assess an offender's needs, developing a response that will improve his or her ability to be a successful law-abiding member of the community. Moreover, problem-solving courts use common elements, including assessments of the offenders to inform the response, collaborative approaches when identifying services, continued involvement of the judiciary to enhance accountability of the offender, and input from members of the community.

Problem-solving courts have increased in capacity and number over the last 20 years, and program evaluations have established their efficacy. Problem-solving courts have reduced recidivism and

reincarceration of offenders (*Recidivism Rates for Drug Court Graduates: Nationally Based Estimates*, National Institute of Justice, 2003) and also can save the criminal justice system money through reduced crime rates, fewer jail-bed days, and offenders' payments of fines (*Painting the Current Picture; A National Report Card on Drug Courts and Other Problem-solving Court Programs in the United States*, National Drug Court Institute, 2004).

Another type of a problem-solving initiative is community prosecution, which focuses on selected neighborhoods and involves long-term proactive partnerships among the prosecutor's office, law enforcement, the court, public defender, the community, and public and private organizations. Implementation of this initiative requires prosecutors to form partnerships with key members in the community, incorporate priorities of citizens into their mission, and engage in problem-solving activities and crime prevention measures that focus on quality of life issues.

With the success of these efforts, the criminal justice system has an opportunity to enhance the efforts of the problem-solving initiative. One way it can do this is by expanding the number of issues that a court can address in its problem-solving approach. A single-issue approach does not always adequately address the needs of offenders. There exists a target population of offenders with diverse problems who, if subjected to early clinical assessment and linked to the appropriate resource or service, would be better served by the criminal justice system.

Another way the criminal justice system can enhance the problem-solving initiative is by applying successful elements of this approach to all offenders. Doing so will increase the court's understanding of offenders and their potential for success. It also will ensure access to critical resources for offenders who are ineligible for a specialty court and enable general courts to reflect the community's needs and concerns. This process will help courts identify and solve key neighborhood problems and create stronger links between citizens and the courts that can make a difference in the lives of litigants, offenders, and victims.

The FY 2005 Community-Based Problem-Solving Criminal Justice Initiative Requirements

Purpose

The Community-Based Problem-Solving Criminal Justice Initiative's purpose is to improve court and community outcomes and reduce recidivism. Specifically, the initiative's goals are to:

1. Engage the community in defining the issues that the applicant will address in their community-based problem-solving initiative, building strong links to citizens, schools, and community groups.
2. Establish pretrial screening, assessment, and close supervision of offenders.
3. Create effective links between the criminal justice system and community social service organizations, allowing court officials more sentencing options and access to appropriate community resources.

A community-based problem-solving initiative design should encompass two tracks: (1) a track for cases that are eligible to be diverted from prosecution, and (2) a track for cases that will require adjudication and supervision. With both tracks, the offender should have access to the applicable program design elements listed below.

Under this initiative, the applicant will: (1) ensure offenders' access to services and treatment if necessary; (2) develop alternatives to incarceration of nonviolent offenders through an early diversion process; and (3) implement problem-solving dockets within the trial courts of general or tribal jurisdictions. This initiative can be implemented in a specialized court or through a general docket.

Project Design

Applicants, in developing a problem-solving approach, should go through a collaborative planning process that involves the community. The result should be an initiative that establishes early diversion through pretrial screening and assessment, and provides judges more sentencing options in the adjudicatory process. Outcomes of this initiative include increased community satisfaction with the criminal justice system, reduced recidivism, and improved coordination of social services.

The following key elements must be used in the project design/strategy submitted by an applicant. The following elements provide structure for developing successful projects without limiting flexibility.

- **Planning:** This initiative requires a planning team that includes, but is not limited to, community representatives, the judiciary, defense and prosecution, community service providers, and pretrial services. Community representatives on the planning team should inform the group on setting priorities for crime issues that the problem-solving initiative will address. The team will work together to develop criteria that make a case eligible for the problem-solving initiative.
- **Collaboration:** This initiative requires coordination between the local justice system and social service providers to ensure that an appropriate continuum of care is available to address offenders' needs.
- **Pretrial/Assessment Component:** This initiative should screen, and if necessary, assess offenders to identify their needs. This screening or assessment should inform the process, determining which offenders enter early diversion or a problem-solving court, or are placed on a problem-solving docket in a general court.
- **Supervision:** This initiative should determine the appropriate degree of supervision required for diverted offenders and the development of a collaborative process by which the criminal justice system will monitor and impose sanctions and incentives for offenders.
- **Case Management:** This initiative should address the issue of case management and play an active role in assisting offenders throughout the processes—a role that continues to the offenders' successful completion of the diversion program or full compliance with all court orders.
- **Judicial Oversight:** This initiative should involve the courts to ensure accountability and swift sanctions for offenders who fail to comply with diversion requirements, court-ordered sanctions, or commit a new offense.
- **Replicability:** This initiative should propose an approach that can be generalized into key elements and activities that can be applied to other general-jurisdiction trial courts.
- **Evaluation:** This initiative should state the intent to collect baseline and ongoing data consistent with the performance measures detailed below. In addition, the applicant should provide details on how

data collection will be implemented in the initiative. The applicant must state its ability and willingness to work with evaluators in assessing the implementation and impact of the initiative.

Eligibility

Applications are being solicited from state, tribal, and local criminal justice components that have a developed a problem-solving collaborative team with other key criminal justice agencies, social service providers, and other key community-based organizations. Areas served may be a single local court jurisdiction or tribal community, or a portion of a state (where the applicant is a unified state court system).

As noted below, applicants must include a letter of support signed by all key members of the planning team. The purpose of this letter is to establish that the applicant has the support necessary to implement this initiative. The letter is to be a part of the other attachments section, which is described below.

Amount and Length of Awards

BJA will award up to eight grants of \$200,000 each for a 24 month period. BJA shall determine the number of awards based on available resources, the number of submissions received, criteria set forth in this solicitation, and other considerations as described under the review process section below.

Review Process

All applications will be peer reviewed. BJA staff will review peer review results and make recommendations to the Director of BJA, who will make final award recommendations to the Assistant Attorney General for OJP. The final award decision is made by the Assistant Attorney General. BJA may negotiate specific terms of the awards with the selected applicants.

Funding decisions will be made on the basis of several criteria, including the merit and strengths of the application. Consideration also may be given to other factors including, but not limited to, geographic and regional balance. Applications that meet all eligibility requirements will be evaluated according to the selection criteria described below. BJA will negotiate specific terms of the awards with the selected applicants.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.609, titled “Community Prosecution and Project Safe Neighborhoods.”

OJP is participating in the e-Government initiative, which is one of five initiatives included in the President’s Management Agenda. Grants.gov is a “storefront” that provides a simple and unified process for all customers of federal grants to find opportunities, apply, and manage grants online. The Community-Based Problem-Solving Criminal Justice Initiative Program has been designated as one of the U.S. Department of Justice’s five pilot programs that will be administered through Grants.gov. To access the system, go to Grants.gov. (www.grants.gov) Applications submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

Step 1: Downloading the Application Viewer

- You will need to download the PureEdge Viewer to access, complete, and submit applications through Grants.gov. The PureEdge Viewer is available free of charge.
- From the Grants.gov “Welcome” screen, select the “Get Started” tab at the top of the screen.
- Click on “Get Started Step 1—Download Application Viewer.” This will open the “Download Application Viewer” window. This window includes information about computer system requirements and instructions for downloading and installation.
- Scroll down and click on the link to download the PureEdge Viewer.
(www.grants.gov/PEViewer/ICSViewer602_grants.exe)
- You will be prompted to save the application. Click the “Save” button. This will open the “Save As” window. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window will appear to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer package, locate the file on your computer and click to open it. When a prompt asks if you would like to continue, click “Yes.” The ICS InstallShield Wizard will extract the necessary files and take you to the “Welcome” page.
- Click “Next” to continue.
- Read the License Agreement and click “Yes” to accept the agreement and continue with the installation process. This will take you to the “Computer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window will prompt you to select the folder in which Pure Edge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window will prompt you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, you can type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the InstallShield Wizard Complete Screen will appear. Click “Finish.” This will launch the ICS Viewer Help Information window. Review the information and close the window.

- When you run the PureEdge Viewer for the first time, you may be prompted to accept the End-User License Agreement. Read through the agreement and click “Accept.” This will prompt you to license your product with a license key. Because this is a free program, you should enter one of the following serial number and accompanying license key combinations in the designated fields. Please enter them as they are listed below. All letters must be capitalized.

Serial Numbers

179123-03A
179124-03A
179125-03A
179126-03A
179127-03A

License Keys

TNDWXS-52-BAN6S5
TNDWXS-32-BAN6J5
TNDWXS-G2-BAN6E5
TNDWXS-H2-BAN6P5
TNDWXS-E2-BAN6B5

Step 2: Requesting a DUNS Number

- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP’s Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant provides a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 3: Registering with Central Contractor Registry

- You will need to register with the Central Contractor Registry (CCR), a central, governmentwide resource for grant recipients to update and change organizational information for doing business with the federal government. A DUNS number is required to complete this registration. If you have the necessary information ready, the registration process will take about 30 minutes to complete online. You will receive your CCR registration within 5 business days. **Please allow time to receive your CCR registration and submit your application on time.**
- Before registering online, you should review the *CCR Handbook* (March 2002) and gather the information you need to complete the registration worksheet. The handbook and worksheet are located online at www.ccr.gov. You will need Adobe Reader to view the worksheet.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 3—Register with Central Contractor Registry.”
- Click on the link to CCR (www.ccr.gov). This will take you to the CCR web site.
- Click on “Start New Registration” on the left side of the screen. A pop-up box will appear to remind you that a DUNS number is needed to continue registration with CCR. If you do not have your DUNS number yet, go back to step 2. If you have a DUNS number, click “Continue.”

- Complete the CCR registration, as explained on the registration screen. Mandatory fields are indicated with the letter “M.”

Step 4: Registering with a Credential Provider

- Grants.gov uses E-Authentication, a federal program to safeguard the security of your electronic information. You must register with E-Authentication to have your grant application forwarded to the appropriate government agency safely and securely.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 4—Register with a Credential Provider.”
- Click the E-Authentication link. This will take you to the E-Authentication screen.
- Click the “User ID” button.
- You will be prompted that you are entering a secure site. To continue, click “OK.”
- Once you have entered all the required information in the appropriate fields, click the “Submit” button.

Step 5: Registering with Grants.gov

- Registering with Grants.gov designates you as the Authorized Organization Representative (AOR) making you the only person authorized to submit grant applications through Grants.gov on behalf of your organization. The name registered here should be the authorized signature for your organization.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select “Get Started Step 5—Register with Grants.gov.”
- In the “Username” and “Password” fields, enter the username and password you entered when you registered with E-Authentication.
- Click the “Register” button.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Step 6: Download Application Package

- Grants.gov allows you to complete and save the application package on your computer, then upload it back into Grants.gov for submission.
- To get started, select the “Apply for Grants” tab on the left side of the screen.
- Click on “Apply Step 1—Download a Grant Application Package and Application Instructions.”

- On the “Download Application Package” screen, enter “BJA-2005-755” in the “Funding Opportunity Number” field.
- Click on the “Download Package” button. This will take you to the “Selected Grants Application for Download” page.
- To download an application package and its instructions, click the corresponding download links. Be sure to download both.
- Once you select a grant application, you will be taken to a “Download Application Package” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you are downloading the correct application, click the “Download Application Package” button. The application package will open in the PureEdge Viewer you downloaded in step 1.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, a window will prompt you that one or more fields may be invalid. You will complete these fields in step 7. Select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Select the location where you would like to save your application. Select a name and enter it in the “Application Filing Name” field.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline.

Step 7: Completing the Application Package

- If offline, locate the application package you saved on your computer. (This application can be completed entirely offline; however, you will need to login to Grants.gov in order to submit the application.) When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen. Verify that the pre-entered information is correct for the grant opportunity for which you intend to apply. If not, click the “Cancel” button at the top of the screen. Go back and start step 6 again or call the Grants.gov customer service hotline at 1-800-518-4726.
- Enter a name for your application in the “Application Filing Name” field.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message. When you have completed a form or document, click to select the document, then click the “>>” button to move the form or document to the “Completed Documents” box. Click the “<<” button to return a form to the “Incomplete Documents” box.
- When you open a document or form, you will be able to attach documents from your computer. To attach a document, select the corresponding form and click the “Add” button to open the “Attachments” window. Click the “Attach” button. Select the document on your computer that you

would like to attach, then click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. Once you have finished, click the “Done” button. The box next to the “Attachment” will be now be checked.

- To exit a form, click the “Close” button. Your information will be saved automatically.

Step 8: Submitting the Application

- Once you have completed and saved an application on Grants.gov, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- Review the application summary. If you wish to make changes at this time, click “No” to return to the application package where you can make changes to the forms. To submit the application, click the “Yes” button.
- This will take you to a “Login” screen where you will need to enter the username and password that you used to register with Grants.gov and E-Authentication. Enter your username and password in the corresponding fields and click “Login.”
- When it has been authenticated, your application will be submitted. You should print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application.
- When finished, click the “Close” button.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations that demonstrate how the applicant arrived at the total amount requested, and (3) provides a brief supporting budget narrative that links costs with project implementation. (See below for more information about the budget narrative.) Note that the budget should indicate the amount of any in-kind contributions or indirect donations to be contributed to the program.

Applicants must submit both a budget detail worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Detail Worksheet.** The budget detail worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

Note: Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Narrative.** The budget narrative should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Applicants are encouraged to give special attention/consideration to three budgetary items, including travel, information technology, and personnel costs, as described below.

- **Travel.** Applicants should budget for two trips over the project period to cover travel and miscellaneous costs associated with BJA-sponsored trainings and technical assistance. Applicants should plan to send two to three court representatives to each event.
- **Information Technology.** If an applicant is planning to enhance its information technology system, all purchased equipment and software must be capable of supporting information sharing among justice systems and must be compliant with appropriate national standards. (See www.it.ojp.gov/jsr/intro/intro03.html for more information.)
- **Personnel Costs.** If a court-related position is established under the program, an applicant may charge 75 percent of the salary and fringe benefits for that position to the grant. In turn, the applicant is responsible for a cash match that provides 25 percent of the salary and fringe benefits. Total costs associated with salary and fringe benefits may not exceed 50 percent of the amount of the grant.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site (www.ojp.usdoj.gov/forms.htm).

Program Narrative (Attachment #2)

The program narrative must respond to the Selection Criteria, numbers 1-3, listed below. Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages "1 of 20," "2 of 20," etc.)

Other Program Attachments (Attachment #3)

This file must include the following materials:

- A project workplan/timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Letters of support and commitment and letters from the applicant and members of the collaborative team (see Eligibility section for more details). If letters cannot be uploaded as part of Attachment #3, they may be faxed to 202-354-4147 by April 14, 2005. The applicant must include the application number that is assigned by GMS (e.g., 2005-F001-DC-DD) on all faxed documents.
- Résumés for all key staff.

Selection Criteria

Project Abstract

In addition to responding to the Selection Criteria below, applicants also must include a project abstract, which should not exceed 200 words. The abstract should briefly describe the project's purpose and summarize the activities that will be implemented to achieve the project's goals and objectives, as well as the infrastructure proposed to manage project activities.

1. Project Design/Strategy (55 points—as broken down below)

The project design/strategy must illustrate the issues facing the applicant's jurisdiction, what the applicant is proposing to do, and how the applicant intends to do it. The strategy should discuss the project's concept, identify the project's target population(s) and target area(s), and explain how this strategy will achieve the goals and objectives. This section must be very detailed and specifically describe how the project will operate during the funding cycle.

The narrative should be an overview that includes only as much detail as is necessary to understand how the proposed project will work.

a. Assess and Describe Community Need and Readiness (20 points)

Points in this category will be awarded based on the need for the project and the level of programs and services already in place in the community. The goal is to ensure the project's success and sustainability.

- Briefly describe the conditions in the community that show a need for a problem-solving initiative. State how the community will be involved in setting priorities for the problem-solving court and provide any data or other information that can support this need.
- Briefly describe related governmental and/or community initiatives that complement or will be coordinated with the initiative and the components of a problem-solving approach that already exist in the community.

b. Determine the Gaps in Resources (5 points)

Points in this category will be awarded based on how well the applicant has assessed what is needed to build a problem-solving initiative.

- Assess and briefly describe what components are needed to implement a full program.
- Describe briefly why the community cannot fund these components and needs federal funding.

c. Describe the Problem-Solving Initiative Design (20 points)

Points in this section will be awarded based on the comprehensiveness of the proposed problem-solving initiative design. Consideration will be given to strategies that offer a variety of services and innovative approaches. BJA will only fund projects that are voluntary for the offender, involve continuing judicial oversight, and offer deferred prosecution as a program option.

Describe how the project will work from screening to final disposition. This section should be the longest in the application and should provide as much detail as is necessary for BJA to understand

how the initiative will work, what agencies and organizations the applicant will collaborate with, and how offenders will progress through the system. It is not necessary to provide detailed procedures for each step; a brief explanation will suffice.

d. Describe How Success Will Be Measured (10 points)

Points in this category will be awarded based on how well thought out the process is for objectively and regularly assessing the initiative's effectiveness (see the Performance Measures section). Describe any information beyond what is required in the Performance Measures section that explains the initiative's goals and how progress toward them will be measured.

2. Management and Community Partnership (25 points—as broken down below)

a. Describe Program Management Structure (10 points)

Points in this category will be awarded based on the skills and experience the organization(s) and/or collaborative team have to implement the activities outlined in the program design and workplan (in Attachment #3). Provide some detail about how these skills will be used to support implementation of the initiative. In Attachment #3, provide résumés for key staff.

b. Identify the Community Partnership (15 points)

Points in this category will be awarded based on the level of commitment of the jurisdiction's community representatives, criminal justice system, social service organizations and agencies, and its willingness to devote resources to the program. Include the letter of support detailed in Attachment #3.

List and briefly describe the commitment of the local partners who will be involved in the problem-solving initiative. Include the judges and court staff, law enforcement, prosecutors, defense attorneys, victim advocates, social service providers, family members, and community and business leaders.

3. Project Sustainment (10 points)

Points in this category will be awarded based on how well the proposed initiative can be integrated into the local justice system and how committed the justice system and other partners are to continuing the program after federal funding ends.

In this section, describe plans for obtaining the support needed to continue the program following the end of federal support. This section must discuss:

- Integration of the initiative into the local justice system.
- Plans or local commitments to sustain the program after this federal grant ends.
- The role of the state criminal justice administering agency, state mental health agency, state alcohol and substance abuse agency, court administrator, and other relevant state authorities in the design and implementation of the initiative.
- Expected long-term results for the initiative.
- How the initiative's development and implementation will be documented and accessible for replication in other jurisdictions.

4. Budget (10 Points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken. BJA will compare the overall funds requested with other portions of the application, such as services to be provided and estimated number of offenders to be included in the project. This section must provide:

- A brief budget summary describing what the applicant is requesting in federal support for the 24-month grant period.
- A funding amount for the budget categories and a brief list of the types of expenses to be covered.
- The amount of matching funds or indirect donations to be contributed to the program.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures are provided:

Program Goals*	Performance Measures
Establish pretrial screening, assessment, and close supervision of offenders.	Number of individuals: <ul style="list-style-type: none">• Screened.• Assessed for needs.• Referred to problem-solving program. Number of problem-solving program participants who complete the program as prescribed.
Create effective links between the criminal justice system and community social service organizations, allowing court officials more sentencing options and access to appropriate community resources.	Number of problem-solving program participants who were: <ul style="list-style-type: none">• Rearrested during the current reporting period.• Reincarcerated for a technical violation during the current reporting period.• Convicted of a new offense during the current reporting period. Total number of individuals enrolled in the program during the reporting period.
Engage the community in defining the issues that the applicant will address in their community-based problem-solving initiative, building strong links to citizens, schools, and community groups.	Number of service providers identified and collaborative agreements entered into before and after project implementation. Number of referrals to community resources and services provided in the initiative.

***Note:** Baseline data will be collected in year 1 to determine year 2 performance targets.

Submission Deadline

Applications for this program are due by 8:00 p.m., e.t., on April 14, 2005.

Technical Assistance

One or more technical assistance (TA) providers will work with the Community-Based Problem-Solving Criminal Justice Initiative grantees and assist BJA with the overall program. For each grantee, the TA provider will arrange training in problem-solving approaches for the case managers; assist in the development of appropriate, comprehensive screening instruments; provide training for the screeners working within pretrial services if appropriate; and assist in developing strategies to ensure that diversion agency supervision programs are in place and resources and services are leveraged and appropriate for each jurisdiction.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization. While faith-based and community organizations are ineligible for this solicitation, they are encouraged to partner as a community provider of services if applicable and appropriate.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Pending the availability of funds, BJA and the National Institute of Justice will identify a number of sites under the Community-Based Problem-Solving Criminal Justice Initiative to participate in a national evaluation. The goal of this evaluation is to gain practical, measurable, and descriptive information and to provide feedback to interested agencies and organizations about processes and early outcomes.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202–616–6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Kim Ball Norris, BJA Policy Office, at 202–307–2076 or kim.norris@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.